



EXAMINATION OPEN TO THE PUBLIC

DEMHS FUSION CENTER ANALYST

ANNUAL \$57,849	SALARY	APPLICATION CLOSING	EXAM
SALARY: \$74,864	GROUP: AR 22	DATE: DECEMBER 28, 2010	NO: 101390OCFD

SPECIAL APPLICATION AND EXAMINATION INSTRUCTIONS APPEAR BELOW

PURPOSE OF CLASS: In the Department of Emergency Management and Homeland Security, Fusion Center, this class is accountable for independently performing a full range of tasks in the evaluation and analysis of criminal/terrorism information and intelligence.

MINIMUM QUALIFICATIONS REQUIRED

IN ORDER TO BE CONSIDERED FOR ADMITTANCE INTO THIS EXAMINATION, YOU MUST INDICATE ON YOUR APPLICATION THAT YOU HAVE THE FOLLOWING EXPERIENCE AND TRAINING BY DECEMBER 28, 2010:

GENERAL EXPERIENCE: Six years of professional experience in the collection, integration, evaluation and analysis of criminal/terrorism information and/or intelligence.

SUBSTITUTIONS ALLOWED: (1) College training in may be substituted for the General Experience on the basis of fifteen semester hours equaling one-half year of experience to a maximum of four years for a Bachelor's degree. (2) A Master's degree in Criminal Justice, Intelligence Management, Law Enforcement, Political Science or closely related field may be substituted for one additional year of the General Experience.

SPECIAL REQUIREMENT: (1) Incumbents in the class must obtain a Department of Homeland Security Secret Security clearance within nine months of appointment to class. (2) Incumbents in this class must possess and retain a valid Motor Vehicle Operator's License.

CHARACTER REQUIREMENT: In addition to reference check and facts stated in application, a thorough background investigation of each candidate may be made by the United States Department of Homeland Security and/or the Connecticut Department of Public Safety before candidate is certified for appointment.

KNOWLEDGE, SKILLS AND ABILITIES: Knowledge of research methods and techniques; knowledge of the Criminal Intelligence systems operating policies; knowledge of the Law Enforcement Analytic Standards; knowledge of national/international criminal/terrorism data systems and cycle; knowledge of state and federal constitutional and statutory privacy and civil liberties provisions; interpersonal skills; oral and written communication skills; ability to analyze and forecast data; ability to understand and use computerized databases; ability to utilize federal database systems; ability to analyze data.

THE EXAMINATION WILL BE COMPOSED OF:	<u>PART</u>	<u>WEIGHT</u>
	EXPERIENCE AND TRAINING	100%

APPLICATION/EXAMINATION PROCEDURE

APPLICANTS MUST SUBMIT:

- (1) Completed Application Form (CT-HR-12)
- (2) Supplemental Examination Materials (see instructions below)

In order to be considered for admittance into this examination, you must complete all parts of the examination application (CT-HR-12) detailing how you meet the minimum experience and training requirements stated above AND complete the required examination materials as detailed below. Applicants who do not submit the required application and supplemental examination materials by the closing date will not be admitted into the examination and will not have the right to appeal this decision. Resumes and/or vitas will not substitute for the required application form or for the required examination materials.

EXAMINATION INSTRUCTIONS: Section 1. For each job (maximum of three) which you feel has best prepared you for the job of DEMHS Fusion Center Analyst, include a 1-2 page (typed or printed) description detailing your duties and responsibilities. (Applicants serving provisionally or temporarily in the title of DEMHS Fusion Center Analyst cannot include this as one of the three jobs.) Each job description should begin on a separate page and begin with your job title, company name and location, dates of employment, and number of hours worked per week. This should be followed by a description of your duties and responsibilities organized and formatted around the numbered items that follow. (1) Criminal/Terrorism Intelligence Data Experience. Describe your experience collecting, analyzing, interpreting and evaluating raw data. Include any experience you have in developing and planning criminal/terrorism and intelligence data procedures. Be specific in your description, including such information as actual duties performed and in what capacity, types of data you worked with, methods used to collect data, organizations/companies/departments you worked with in performing your duties, what data was distributed to, what it was used for and the outcomes. Describe databases or any other data collection system you utilized to perform your duties. (2) Research Experience. Describe your experience planning, designing and managing research projects related to criminal intelligence. Describe your experience researching patterns, structure, trends and movement of criminal groups and individuals. Include your experience collecting and developing research data and designing, developing, and managing databases. Indicate your experience forecasting and/or making recommendations based on research. Describe experience using statistical techniques and methods. (3) Interpersonal/oral and written communications experience. Describe your experience cultivating and managing business relationships with key contacts related to criminal intelligence. Be specific in describing your experience conducting formal presentations or workshops, including the audience reached and the topic involved. Detail experience analyzing and evaluating data, programs and projects and formulating recommendations based on that analysis, and on whom it impacts. Include experience producing comprehensive reports, containing vetted intelligence data technical manuscripts, or reports for publication; the purpose of the documents and for who they were written. Section 2. On a separate page, include a list of degrees, certifications, licenses and courses that you have completed which have prepared you for the job. **Important Notes:** (1) Make certain both your application form and your examination materials are complete and separate documents not referencing the other, as your application form and supplemental examination materials may be separated during the scoring process. (2) Examination materials should be clearly marked as such and each page should contain the examination title, exam number and your social security number (do not include your name). (3) Do not include materials other than those requested above. (4) Your examination will only be scored if you meet the minimum experience and training requirements outlined above and your CT-HR-12 and supplemental examination materials are date stamped by DAS/Human Resources or postmarked by December 28, 2010. (5) Mail applications/examination materials to DAS/Human Resources, Room 404, State Office Building, 165 Capitol Avenue, Hartford, Connecticut 06106-1658 **(Secure Fax #860-622-2875)**. If faxing materials make certain that your application form is complete and transmitted correctly and without error. Incomplete faxes or faxes received blank because pages were faxed upside down will not be accepted. (6) Due to the large number of applications received, we cannot confirm receipt of applications. (7) Examination scores will be mailed by January 31, 2011. (8) A separate application/examination package must be submitted for each exam you are applying for.

NOTE: Applicants who applied for and passed the recent examination for DEMHS Fusion Center Analyst (examination #100850OCFD) do not need to reapply. The list from examination #100850OCFD and examination #101390OCFD will be consolidated.

FORMS: Application forms (CT-HR-12) and exam announcements are available from the Department of Administrative Services (<http://das.ct.gov/employment>) and at the Offices of the Connecticut State Job Centers.

December 7, 2010

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.